

South Jordan City

Job Description

Title: Assistant Controller
Budget Code: 100120
Pay Grade: 20

Effective Date: 2/25/16
FLSA Classification: Exempt/Executive
Workers Comp: Clerical

GENERAL PURPOSE

Under general supervision, manage all day-to-day accounting-related duties for the Finance department. Perform a variety of technical financial accounting and reporting duties. Assist in the City's annual external financial audit and review, including the development of working papers and schedules.

SUPERVISOR

Controller

POSITION(S) SUPERVISED

Accountant I	Accounting Technician
Accountant II	Accounts Payable Technician

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Accomplish performance goals established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Train, supervise, motivate, and mentor appropriate Finance department staff.

Ensure all necessary accounting entries are recorded in the City's financial software in a timely manner. Approve all journal entries.

Ensure all necessary entries are completed by applicable deadlines for month-end and year-end reporting.

Supervise and/or prepare month-end reconciliations related to various revenue, expense, and balance sheet accounts.

Supervise and/or prepare monthly and ad-hoc reports for the City Council, Department Directors, and other City staff.

Assist in preparing the City's Comprehensive Annual Financial Report (CAFR).

Prepare the City's Popular Annual Financial Report (PAFR).

Prepare and submit the City's continuing disclosure documents.

Work as part of a project team to coordinate database development, modify and maintain existing databases as it relates to city finances and accountability.

Work as part of a project team to plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure.

Provide support for payroll related issues in relationship to the city budget and banking.

Provide financial analysis and reporting as needed.

Oversee the City's grants and prepare year-end grant documentation as required by the City's external auditors.

Provide internal audit services as necessary. This includes, but is not limited to, investigating alleged errors or irregularities, follow up on prior audit findings (both internal and external), and evaluate internal controls.

Approve the City's weekly check runs.

Implement a comprehensive cross-training program for the City's accounting function.

Assist supervisor in developing and administering departmental policies, goals, and objectives.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree in accounting, finance, or other closely related field

AND

B. Five (5) years relevant experience, at least two (2) years in a supervisory capacity.

2. Special Requirements

Master's Degree preferred; governmental accounting experience preferred.

CPA (Certified Public Accountant), CPFO (Certified Public Finance Officer), CGFM (Certified Government Financial Manager) is preferred.

3. Knowledge, Skills and Abilities:

Knowledge of economic and accounting principles and practices. Knowledge of business and management principles involved in strategic and financial planning. Working knowledge of spreadsheet, word processing and database programs. Working knowledge of laws and regulations governing accounting responsibility and City budgeting procedures.

Ability to coordinate the work of others; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

4. Working Conditions:

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not

prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt	EEO-4 Class:	Prof
Location:	Finance	EEOP Class:	Prof
Group/BU:	General Pay Plan	Tech-Net Match:	723